



THE AMERICAN SCHOOL
Developing Academic Excellence and Strength of Character

POSITION DESCRIPTION

Position Title:	School Nurse
Location:	Elementary Campus
Reports to:	Elementary Principal
Who reports to you:	Any students, staffs and teachers that has medical concerns and needs medical attention.

OVERVIEW OF THE POSITION

The school nurse serves in an essential role to provide expertise and oversight for the provision of school health services and promotion of health education. Using clinical knowledge and judgment, the school nurse provides health care to students and staffs performs health screenings and coordinates referrals to the medical centers or private healthcare provider. The school nurse serves as a link between school personnel, family, community and healthcare providers to advocate for health care and a healthy school environment.

QUALIFICATIONS FOR THE POSITION

1. Associate Degree of Nursing.
2. Professional License as a Registered Nurse.
3. A minimum of 1-2 years nursing experience.
4. Excellent communication skills
5. A responsible attitude to work.
6. Self-awareness and emotional stability.
7. Good team working skills and the ability to work on your own initiative.

PRIMARY DUTIES AND RESPONSIBILITIES

Position Title:**School Nurse**

- Facilitate normal development and positive student response to interventions.
- Provide leadership in promoting health and safety, including a healthy environment.
- Provide quality health care and intervene with actual and potential health problems.
- Uses clinical judgment in providing case management services.
- Provide nursing care and physical screening to students; assess students and implement first aid measures for students as needed.
- Assume responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students.
- Implement and record required screening programs; notify parents when further medical evaluation is indicated.
- Establish and update health records.
- Prepare and maintain student clinic records and prepare required reports.
- Administer daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician.
- Initiate emergency procedures for students and staff as needed.
- Provide health education.
- Follow procedures for suspected cases of child abuse and neglect.
- Maintain clinic equipment and assesses the need for consumable supplies on a monthly basis.
- Perform related work as required.

